

# Town of Fairfax



12 Buck Hollow Road  
Fairfax, VT 05454  
(802) 849-6111

## **Request for Qualifications Wastewater System Management**

### **I. Introduction**

The Town of Fairfax issues this Request for Qualifications (RFQ) for engineering and consulting services related to evaluating and upgrading its existent wastewater infrastructure system. This project will include, but is not limited to:

- Asset Management for existing infrastructure
- Performance of 20-year evaluation of our Wastewater Treatment Facility
- Development of a Preliminary Engineering Report (PER) for potential upgrades or improvements to the Wastewater Treatment Facility

This Request for Qualifications represents the requirements for an open and competitive process. Attention is directed to the fact that the proposed projects may be undertaken with a variety of Federal and state funds and that all work will be performed in accordance with the regulations issued by such agencies and the State of Vermont pertaining thereto.

### **II. Project Description and Background**

The Town of Fairfax is seeking to evaluate and update its municipal wastewater treatment system. The Wastewater Collection System (WWCS) and Wastewater Treatment Facility (WWTF) were completed in 1980 and the Town utilizes an aerated lagoon system for wastewater treatment.

Fairfax is one of the fastest growing communities in Vermont, and is experiencing some of the development pressures that come along with this population influx. The WWTF operates extremely efficiently and shows a consistently positive performance record, but it is facing capacity issues based on its original design parameters.

The Town seeks to position itself so that it may continue to expand smartly and responsibly without overtaxing its wastewater system.

### **III. Scope of Work**

The scope of work sought through this request will include:

- Asset Management Plan
  - Review of condition of existing infrastructure
  - Planning development and system implementation
- 20-year Engineering Evaluation of WWTF
  - Required by 12/31/2020
- Preliminary Engineering Report
  - Identification of potential options for upgrades or improvements to the existing facility
- Future required professional services covered by this RFQ process will include, but are not limited to, preliminary engineering services, design- and construction-related services, preparation of bidding and contract documents, participation in bid evaluation, and monitoring and inspection of construction activities to ensure compliance with plans and specifications for wastewater projects in the Town of Fairfax.

### **IV. Preparation of Submissions**

In order to be considered responsive to this RFQ, each proposal must be presented in a sealed package, and consist of three (3) paper copies with one (1) digital copy (PDF preferred) sent via email to the address listed below. Packages containing proposals shall be clearly labeled and must be presented so that they may be easily identified as containing a proposal. Packages or envelopes must include the following elements:

- Name and location of project
- Name, address, and telephone number of appropriate contact person representing the bidding firm

Submissions must consist of the following information in the order indicated below:

- Cover letter stating interest in the project along with an overview that shows an understanding of the nature of the work, as well as the general approach to be taken on this project, and including the signature of a duly authorized principal.
- Technical qualifications relating to the desired engineering work.
- Experience with similar projects involving utility infrastructure.
- Experience of key staff personnel assigned to the project, as well as an indication of staff members' availability and ability to respond to requests in a timely manner.
- A minimum of three references, including the name and telephone number of the contact person.
- Evidence of License in the State of Vermont.

**V. Proposal Evaluation Criteria**

The Town of Fairfax will evaluate all proposals based on the following criteria. To ensure consideration for this RFQ, proposals should be complete and respond to the following:

- Overall Proposal Suitability: Proposals must meet the scope and needs included herein and be presented in a clear and organized manner. (25 pts.)
- Organizational Experience: Bidding firms will be evaluated on their qualifications and experience as it pertains to the scope of this project. (35 pts.)
- Technical Expertise and Experience: Demonstration of full understanding of the project, insights into local conditions, past project performances, and expertise in specific areas. (30 pts.)
- Submission of a complete proposal with all elements required in this RFQ. (10 pts.)

**VI. Submission of Proposals**

Proposals submitted shall be sealed and original documents with an electronic copy submitted in PDF format to [townmanager@fairfax-vt.gov](mailto:townmanager@fairfax-vt.gov). Each respondent must submit 3 copies of their proposal. Please include all elements listed in Section IV of this RFQ and submit to:

**Town of Fairfax  
Town Manager  
12 Buck Hollow Road  
Fairfax, VT 05454**

Completed submissions will be accepted until **June 28, 2019 4pm EST**. Any proposals received after this date and time will not be considered. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If additional information or consultation are needed from any company following receipt of proposals, the respondent will be notified by the Town.